

<p style="text-align: center;">DIRECTIONS FOR COMPLETING FOCUSED ASSESSMENT--SUMMATIVE REPORT</p>
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1. **Collect and review all pertinent data** which should include:
Professional Growth Plan with Implementation Summary completed
Observational Data as appropriate
2. Using the Summative Criteria--Scoring Rubrics for the Focused Assessment, **determine the appropriate rating for Criteria 1 and Criteria 2.** Appropriate comments should be entered to provide specific information regarding the educator's professional growth and application.
3. **Complete the Ongoing Commitment to Professional Development Section.** In this area, record the plans for future growth/application for this educator. This may include the continuing refinement and implementation of the current growth plan or may identify a different focus for the educator's growth in the future.
4. **Current License/Certificate (page 88).** If an educator holds both a Professional License and a Career Level I, II, or III Certificate, list both.
5. **Purpose for Evaluation.** Complete this blank listing the reason identified for the evaluation. Examples might include: Recertification/Interim Level I; Interim Level II/III, required local evaluation; etc.
6. Check the appropriate blank if either or both Criteria I and 2 have been determined to be Limited or Missing.
7. The **Recommendation** box should be completed with information appropriate to this educator's evaluation. If either Criteria 1 or 2 has been checked as missing, then a follow up evaluation will occur during the next school year. The follow up may consist of the completion of the agreed upon Action Plan or Comprehensive Assessment.

If either Criteria 1 or 2 has been determined to be limited, then the recommendation for future growth might be to further refine and implement the plan as an ongoing commitment to professional development.

Additionally, this box should contain the recommendation for continued employment as appropriate.
8. **Areas of Strength.** List the domain(s) and indicator(s) which have been identified as exceeding expectations. For this educator, this information may go beyond the scope of the growth plan and encompass classroom methodology, parental involvement, or other appropriate areas.
9. **Areas for Future Growth.** Domains and indicators listed here will be identified as areas for future professional development. These areas may come from any of the six domains in the Performance Standards.
10. The **Comments section** is provided to allow either you or the educator to enter other remarks in the evaluation file.
11. After **sharing and discussing the Summative Report** with the educator, sign and date.